



Adding an Additional Authorized User
Editing Additional Authorized User Profiles

The following pages show the screens likely to be encountered when adding and editing additional authorized user through eFile & Pay.

The pages shown are for illustrative purposes only and may not match exactly to the screens seen when actually filing.

Welcome >

All error and informational messages will display at the top of the screen, below the title.

Login

Business Taxes:

Enter your BEN, select Business Taxes, and press CONTINUE.

Business eFile Number (BEN): (8 digit number mailed to you)

☒ Business Taxes(Withholding, Sales, Use, LPG Fuel, and Motor Fuel)

Individual Income/Corporation Income/ Consumer's Use (no permit) ePayments:

Not enrolled? [Click here.](#)

Enrolled? Enter your BEN, select Individual Income/Corporation Income ePayments, and press CONTINUE.

Business eFile Number (BEN): (8 digit number mailed to you)

☐ Individual Income/Corporation Income ePayments
(IA1040/IA1040ES;IA1120/IA1120ES)

CONTINUE

For Assistance, Contact

1-800-367-3388
(in Iowa; Omaha; Quad Cities)

515-281-3114
(outside Iowa)

idr@iowa.gov
(email address)

The Welcome Screen will be your point of entry. Enter in your 8 digit Business eFile Number (BEN) in the Business Taxes box. Ensure the circle for Business Taxes is also clicked. Hit Continue.

Message from webpage



Please check the Business eFile Number (BEN) and Legal Name shown for accuracy before entering the User ID and Web Password.

OK

Please double check the BEN and Legal Name and click OK if correct.

Log In >

Please enter your User ID and Password, then press LOG IN. If you accessed eFile & Pay system by telephone for the first-time, before you used the web, please enter your 8 digit telephone password to gain access.

User Authentication

Business eFile Number: **88770655**

Legal Name: **LEGALNM-334**

Enter User ID:

Enter Web Password:

[EXIT](#)

[LOG IN](#)

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(email address)

Monday-Friday, 8 am to 4:15 pm CT

[Privacy/Security](#)

The Log In screen will appear immediately after the Welcome screen. Enter the 4 digit User ID and 8 digit password for the profile you created. User 0001 is the administrator and is the only user that can add/edit user profiles . Click on the Log In button.

Main Menu >

DEMO ON/OFF

Press this button to demo system.

Select an Option

Select a tax type to file a return and make a payment.

- [Consumer Use](#)
- [Motor Fuel Tax](#)
- [Sales](#)
- [Withholding](#)

Select an administrative function to perform.

- [Add/Edit Users](#)
- [Change a Profile](#)
- [File for Your Clients](#)
- [Make a Payment](#) (You must efile Return first)
- [Cancel a Payment](#)
- [Cancel a Payment For Your Client](#)

View "e" History

- [View Returns "e" History](#)
- [View Payments "e" History](#)
- [View Cancelled Payments "e"History](#)

EXIT

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Select Add/Edit Users under the administration functions.

User Administration >

This screen allows you to edit or disable an existing user by selecting the User ID or name you wish to change. To add a new user, select ADD USER.

Users associated with your account

Status	User ID	User Name	Last Log In
Active	0002	First Person	10/10/2003 5:10 PM
Disabled	0003	Sample Person	09/10/2003 10:10 PM
Active	0004	Another Person	09/10/2001 8:05 PM

[MAIN MENU](#)

[ADD USER](#)

IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.

Click on Add User to add another authorized User

User Administration >

Use this screen to add another user in addition to the Administrator. You must also establish an access level for that user.

Add a New User

User Name:	<input type="text"/>
User ID:	0002
Web Password:	<input type="text"/> <small>Password must be 8 characters. It may be all numbers or a combination of letters and numbers.</small>
Telephone Password:	<input type="text"/> <small>Must be 8 digits in length.</small>
Do you want this user to receive Emails:	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Email Address:	<input type="text"/>
Status:	Active <input type="button" value="v"/>

* By entering this user's email address, you will give this user the ability to receive emailed confirmations of all filing and payment transactions they perform on this system.

Assign this user rights to the system

Tax Type	Permit Number	Access Level
* All Tax Types	All Permit Numbers	Select... <input type="button" value="v"/>
Withholding	42-9999999-001	No Access <input type="button" value="v"/>

* By choosing "All Tax Types," you are giving that user access to all tax types indicated.

Access Level Descriptions

Preparer:	Have rights to prepare and save a return on the web.
File Only:	Have rights to prepare, save, or submit a return and receive a confirmation. Also able to view history.
Pay Only:	Have rights to make a payment, able to cancel a payment and view history
File and Pay:	Have rights to file and pay, cancel a payment and be able to view history.
No Access:	All access rights are disabled.

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[CONTINUE](#)

Fill in the requested information. The password must be exactly 8 characters. The web password can be all numbers or a combination of numbers and letters. The telephone password can only be numbers. The status must be set to active for the user to be able to access the system. The next slide discusses user rights and access levels.

Assign this user rights to the system

Tax Type	Permit Number	Access Level
* All Tax Types	All Permit Numbers	Select... ▼
Withholding	42-9999999-001	No Access ▼

* By choosing "All Tax Types," you are giving that user access to all tax types indicated.

Access Level Descriptions

Preparer: Have rights to prepare and save a return on the web.

File Only: Have rights to prepare, save, or submit a return and receive a confirmation. Also able to view history.

Pay Only: Have rights to make a payment, able to cancel a payment and view history

File and Pay: Have rights to file and pay, cancel a payment and be able to view history.

No Access: All access rights are disabled.

BACK

CONTINUE

Additional users to the eFile & Pay system can have rights to the complete system to both file returns and make payments from all tax types, just select types or to just make payments or just file return. Only user 0001 can add users, reset user passwords or change user access levels. Iowa Department of Revenue can only reset/unlock the password for user 0001. All other password reset/unlock requests must go to the user 0001. Click on the Continue button to add the user.

User Administration >

This screen allows you to edit or disable an existing user by selecting the User ID or name you wish to change. To add a new user, select ADD USER.

Users associated with your account

Status	User ID	User Name	Last Log In
Active	0002	First Person	10/10/2003 5:10 PM
Disabled	0003	Sample Person	09/10/2003 10:10 PM
Active	0004	Another Person	09/10/2001 8:05 PM

[MAIN MENU](#)

[ADD USER](#)

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To edit a user, click on the user name or user ID.

User Administration >

This screen allows you to assign specific rights to this user. Please complete all fields, then press CONTINUE.

Edit User

User ID: 0002

User Name:

Web Password: Password must be 8 characters. It may be all numbers or a combination of letters and numbers.

Telephone Password: Must be 8 digits in length.

Do you want this user to receive Emails: ☐ Yes ☒ No

* Email Address:

Status: Active

* By entering this user's email address, you will give both this user and the Business Contact the ability to receive emailed confirmations of all filing and payment transactions they perform on this system.

Assign this user rights to the system

Tax Type	Permit Number	Access Level
* All Tax Types	All Permit Numbers	Select... <input type="button" value="v"/>
Withholding	42-9999999-001	No Access <input type="button" value="v"/>

* By choosing "All Tax Types," you are giving that user access to all tax types indicated.

Access Level Descriptions

Preparer: Have rights to prepare and save a return on the web.

File Only: Have rights to prepare, save, or submit a return and receive a confirmation. Also able to view history.

Pay Only: Have rights to make a payment, able to cancel a payment and view history.

File and Pay: Have rights to file and pay, cancel a payment and be able to view history.

No Access: All access rights are disabled.

[BACK](#)

[CONTINUE](#)

IMPORTANT! Do Not use your browser's BACK button.
To return to a previous page within this application, use the navigation buttons at the bottom of the page.


When editing a user you can change their passwords, change their active/disabled status and change their access level. Once a user is created, it cannot be deleted only put in an disabled status.

User Administration >

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Active	0004	Another Person	09/10/2001 8:05 PM



MAIN MENU

ADD USER

IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.

Click on the main menu button to return to the eFile& Pay Main Menu.

Main Menu

DEMO ON/OFF

Press this button to demo system.

Select an Option

Select a tax type to file a return and make a payment.

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- [Sales](#)
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Select an administrative function to perform.

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EXIT

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Click on the Exit button to exit and log off of the eFile & Pay system.

Thank You >

Thank you for using eFile & Pay!

[Click here to apply for a tax permit, if needed.](#)

Want to know about changes in tax law or eFile & Pay?

[Subscribe to eLists to receive free e-mail news!](#)

[Please help us improve eFile & Pay by taking this short survey.](#)

If you have reached this page before completing your return, please try again using your mouse to click on the navigation buttons rather than the "Enter" key on your keyboard.

EXIT

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(email address)

You have completed adding a user. Thank you.

Important Reminders:

- Red error message need to be fixed before you can continue to the next page.
- Blue messages are informational you may proceed without making any changes. This is just a message to have your double double check your work.
- Never use the back button on your browser (the top of the webpage), use the back button from the eFile & Pay system.